

NASA ADVISORY COUNCIL

SPACE OPERATIONS COMMITTEE

TERMS OF REFERENCE

The Space Operations Committee (hereinafter, "Committee") is a standing committee of the NASA Advisory Council supporting the advisory needs of the NASA Administrator, the Space Operations Mission Directorate (SOMD), and other NASA Mission Directorates, as required. The scope of the Committee includes all space operations-related programs, projects, activities, and facilities at NASA.

Per NASA Policy Directive (NPD) 1150.11, *Federal Advisory Committee Act Committees*, the Committee will be managed under procedures that ensure the same spirit of openness and public accountability that is embodied by the Federal Advisory Committee Act (FACA). This includes public meetings as appropriate and public access to Committee records.

MEMBERSHIP

The membership of the Committee will consist of leading authorities with relevant expertise drawn from industry, academia, independent researchers, and Government institutions. The Administrator, in consultation with the Council Chair, will appoint the members and Chair of the Committee. Appointments will be for a two-year term, with reappointment and replacement at the discretion of the Administrator, made in consultation with the Council Chair. The Committee Chair will, in consultation with the Council Chair, select a Vice Chair from among the members of the Committee. The Committee will have between 5-15 members. The Administrator, in consultation with the Council Chair, may establish subcommittees and community-wide analysis groups under this committee, as necessary. The terms of reference for subcommittees and analysis groups shall be subject to the approval of the Administrator. The SOMD Associate Administrator, following consultation with the Administrator, shall appoint the members of any subcommittees. The subcommittees shall report to the Committee.

MEETINGS

The Committee will meet approximately four times a year, usually in advance of the quarterly Council meetings. Committee meeting agendas will be coordinated with the Council Chair and will be responsive to requests from the Administrator, the Council Chair, and the SOMD Associate Administrator. The annual NASA Advisory Council Work Plan will serve as the primary source of priorities for the Committee meeting agendas. The Committee Chair also serves as a Council member and participates in every Council meeting. In the event of a necessary absence by the Committee Chair, the Vice Chair will represent the Committee in the Council meeting. The Vice Chair is not a member of the Council. The Committee Executive Secretary will publish notices of upcoming Committee meetings in the Federal Register no less than 15 days prior to each meeting.

REPORTING

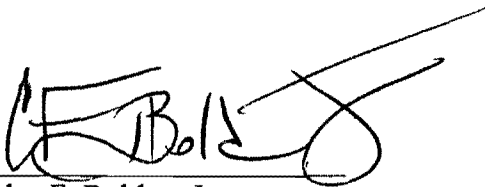
The Committee Chair will report on the Committee's findings, observations, and draft recommendations to the Council at the Council's quarterly public meetings for deliberation. Records of each Committee meeting, including meeting agenda, list of attendees, minutes, and presentations, will be kept by the Committee Executive Secretary. The meeting agendas and presentations from Committee public meetings will be provided to the Council Executive Director for posting to the Council Web site for public access. After certification of the minutes by the Committee Chair and Committee Executive Secretary (not to exceed 90 days following the meeting, but preferably within 14 days), the minutes will be provided to the Council Executive Director for posting to the Council Web site for public access. In addition, the Committee Executive Secretary will keep detailed financial records, member appointment records and other pertinent records throughout the year and provide annual summary input on the Committee's activities to the Council Executive Director for NASA's required annual fiscal year report to the General Services Administration on its FACA advisory committees.

ADMINISTRATIVE PROVISIONS

The Committee Executive Secretary will be appointed by the SOMD Associate Administrator, in consultation with the Committee Chair and following coordination with the Council Executive Director. The Committee Executive Secretary will work with the Committee Chair to coordinate meetings, agendas, speakers, etc. for Committee meetings. Staff support and travel funds for Committee members will be provided by SOMD. Other NASA Mission Directorates may provide support for specific activities, as appropriate.

DURATION

The Committee terms of reference will be evaluated every two years at the time of formal renewal of the NASA Advisory Council Charter and are subject to formal renewal at that time by the Administrator. If the Council's Charter is terminated or expires, the Committee will terminate. The Committee may be terminated at the discretion of the Administrator. If the Committee terminates, the Committee terms of reference also terminate, and all appointments to the Committee terminate.



Charles F. Bolden, Jr.
NASA Administrator

9/9/10

Date